
REPORTING

Case Service Plans

The Placement Agency Foster Care (PAFC) worker must complete all reports using the Structured Decision Making (SDM) format in accordance with the Children's Foster Care Manual (FOM).

Initial Service Plan

The PAFC worker must complete a DHS-65, Initial Service Plan (ISP), within 30 calendar days of the date the child was removed from the home; see FOM 722-08, Initial Service Plan.

The ISP must include information regarding monitoring children who remain at home, regardless of wardship, including the mandatory reporting of suspected neglect or abuse to Children's Protective Services. The plan must summarize the service needs of these children and how needs are being met as specified in FOM 722-08, Initial Service Plan.

Updated Service Plan/Permanent Ward Service Plan

The PAFC worker must complete a DHS-66, Updated Service Plan (USP), or DHS-68, Permanent Ward Service Plan (PWSP), within 120 calendar days of the child's initial out-of-home placement and at least every 90 calendar days thereafter or more frequently, if necessary, to ensure coordination with court hearings; see FOM 722-09, for USP and 722-09D for PWSP.

Submission of the Case Service Plan to DHS

The PAFC worker must upload the PAFC supervisor-approved case service plan (ISP/USP/PWSP) to the SWSS Web Document Management Module within 15 calendar days of the completion date. The completion date is reflected as the *Report Date* on the first page of the ISP/USP/PWSP.

Note: SWSS FAJ Interface with SWSS Web job aids can be found by following this link:

<http://inside.michigan.gov/dhs/Tools/WebappSupport/SWSSfaj/Pages/Tools.aspx>

The 15 calendar day time frame allows 14 calendar days for the PAFC supervisor to review and approve the case service plan. The remaining day is available to upload and transmit the case service

plan electronically. The 15 calendar day time frame is not to be interpreted as additional time to complete the report. If DHS does not receive the case service plan within the indicated time period, the service plan will be considered overdue. The receipt date is the date the case service plan is successfully uploaded.

In addition to the ISP/USP/PWSP, all of the following must be included to be considered a complete submission of the case service plan:

- The DHS-67, Parent-Agency Treatment Plan and Service Agreement.
- The applicable DHS-433, 434, 435 and/or 436, Child Assessment of Needs and Strengths (CANS).
- The DHS-145, Family Assessment of Needs and Strengths (FANS).
- The DHS-147, Family Reunification Assessment, (USP only); see FOM 722-09A, Foster Care-Reunification Assessment.
- The DHS-149, Safety Assessment, if applicable; see FOM 722-09B, Foster Care-Safety Assessment.

Social Work Contacts

The PAFC worker must document all social work contacts in SWSS Web within five business days of the contact.

Note: A PAFC's SWSS Web access ends immediately upon case closure or transfer of supervision. Therefore, all social work contacts must be entered before the case can be transferred or closed.

Permanency Planning Goal

The PAFC worker will assign permanency planning goals and provide permanency planning services in accordance with FOM 722-07, Permanency Planning.

Court Reports

The PAFC worker must upload court reports to the SWSS Web Document Management Module five business days prior to the date

the report is due to the court. Court reports prepared by the PAFC worker are to include a statement before the signature line that indicates the report has been submitted on behalf of the DHS.

Note: Court reports are a summarized version of the service plan and do not take the place of the required service plans.

Case Closure/ Transfer

Within three business days of case closure or an agency transfer, the PAFC worker must prepare and submit a DHS-69, Foster Care/Juvenile Justice Action Summary, including a narrative termination summary and the reason for termination to all of the following individuals/entities:

- The DHS monitoring worker.
- The court.
- The child's Lawyer Guardian Ad Litem (L-GAL).
- The new supervising agency, if applicable.

Note: If the period of time between the report period end date on the last case service plan and the date the case is closed or transferred is greater than 30 calendar days, a new USP/PWSP must be completed and submitted with the DHS-69, Foster Care/Juvenile Justice Action Summary; see FOM 722-09C and 722-15.

Child Replacement

The PAFC worker must provide advance notice of any placement change, either in writing or by electronic means, to all of the following individuals/entities:

- The DHS monitoring worker.
- The court.
- The child's Lawyer Guardian Ad Litem (L-GAL).
- The parent, when appropriate.

Exception: The DHS monitoring worker must be notified by the next business day in cases where an emergency placement change occurs.

If it is necessary to move a child from one foster home placement to another, the PAFC worker must prepare and upload a DHS-69, Foster Care/Juvenile Justice Action Summary, within three business days of the replacement. Preparation and submission of a

DHS-69, Foster Care/Juvenile Justice Action Summary, does not alter the case service plan requirements above.

**AWOLP-Absent
Without Legal
Permission**

Upon becoming aware of a child's absence from his/her approved placement the PAFC worker must immediately notify the DHS monitoring worker and document the notification in the SWSS Web Social Work Contacts Module. The AWOLP procedures as outlined in the PAFC contract and FOM 722-03, AWOLP, Purchase of Service Case, are required.

**Report of Serious
Injury/Illness**

The PAFC worker must report any serious injury or illness of a child to the monitoring worker and legal parent or guardian:

- Within 24 hours of the incident and
- Confirm the information in writing within five business days. The incident report must include all of the following:
 - The time and date of the incident.
 - The cause of the injury or illness.
 - Methods used to alleviate the injury/illness.
 - The actions taken to prevent future injury/illness, if applicable.

**Report of Child/
Ward Death**

See FOM 722-02, Administrative Rules, for child/ward death reporting procedures.

**Special
Evaluations**

When allegations of noncompliance with the licensing statute, foster home licensing rules, or terms of the license are made, which specifically involve a child in the home, a special evaluation is initiated. The PAFC worker must submit a copy of the Special Evaluation Report to the DHS monitoring worker within five business days of the special evaluation closure; see FOM 922-2, Foster Family Home Development.

**Michigan Adoption
Resource
Exchange (MARE)**

See the Adoption Services Manual, ADM 710, State Ward Tracking System and Registration on the Michigan Adoption Resource Exchange, for reporting requirements.

**Foster Care
Transitional
Medicaid Referrals**

Foster Care Transitional Medicaid referrals must be completed by a DHS foster care worker or monitor only. See FOM-902-11, PR-Determination of Medical Assistance Eligibility.